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**II Semester B.B.A./B.B.A. (Aviation Management) Degree Examination,
September - 2023**

BUSINESS ADMINISTRATION

Human Resource Management

Paper : 2.2

(NEP Scheme - 2020)

Time : 2½ Hours

Maximum Marks :60

Instructions to Candidates:

Answer should be written in English only.

SECTION - A

Answer any FIVE of the following questions. Each question carries 2 marks.

(5×2=10)

1. a) Define the term Human Resource Management.
b) What is Job Description?
c) Mention any two reasons for training.
d) What is meant by performance appraisal?
e) Define promotion.
f) Give the meaning of Demotion.
g) Mention any two benefits of employee engagement.

SECTION - B

Answer any FOUR of the following questions. Each question carries 5 marks.

(4×5=20)

2. State the differences between Human Resource management and Personnel management.
3. Briefly explain the importance of Recruitment.
4. List the important objectives of induction.
5. Discuss the various benefits of promotion.
6. Briefly explain any five features of psychological contract.

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SECTION - C

Answer any TWO of the following questions. Each question carries 12 marks.

(2×12=24)

7. Discuss the various roles & Responsibilities of a Human Resource manager.
8. What is selection? Explain the various steps in selection process.
9. Explain the various methods of performance appraisal.

SECTION - D

Answer any ONE of the following questions. Each question carries 6 marks.

(1×6=6)

10. Draft a job manual of a HR manager.
11. Draft a format of performance appraisal of an employee of a company.

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